

Submitting offers in WBSCM for the Florida Pilot Vendors

February 2, 2016

Prior to being able to submit offers in response to the Request For Proposals (RFP) solicitation, a potential vendor must be registered and active in System for Award Management (SAM) and be entered in WBSCM. Once a vendor has been entered in WBSCM and a user has successfully be added to WBSCM the following instructions will be used for submitting offers under the RFP.

Navigate to: **Suppliers** → Bid Management → Enter Offers
Enter RFP solicitation number: 2*XXXX

Click Start. The solicitation should display in the search results.

Highlight the applicable solicitation row, click maintain vendor response at bottom of page.

The screenshot displays the 'enter offers' web application interface. On the left is a navigation sidebar with 'Detailed Navigation' containing 'Enter Offers', 'Vendor Response Log', and 'Public Procurement Documents', and 'Portal Favorites'. The main area is titled 'Find Bid Invitation' and includes search filters: 'Bid Invitation Number' (with '21*461' entered), 'Document Name', 'Status' (set to 'Open'), 'Transaction Type', 'Bid Inv Type', and 'Processed Since' (set to 'Last 30 Days'). A 'Start' button is located below the filters. Below the filters, the search results show '1 hits' in a table with columns: Transaction Number, Name, Transaction Type Description, Subtype, R, and Deadline. The first row is highlighted in yellow and contains the data: Transaction Number: 210000461, Name: AG-3J14-S-15-0004, Transaction Type Description: Master/ShortFall Inv, Subtype: Master, R: (blank), and Deadline: 12/30/2014 06:30:00. At the bottom of the results area, a 'Maintain Vendor Response' button is visible.

* Transaction Number	Name	Transaction Type Description	Subtype	R	Deadline
210000461	AG-3J14-S-15-0004	Master/ShortFall Inv	Master		12/30/2014 06:30:00

Submitting offers in WBSCM for the Florida Pilot Vendors

Click "Create" on the Vendor Response page, a new pop-window will be opened.

Vendor Response - Vendor Name

Back Refresh

Invitation

Invitation: 2100000459 Name: AG-LBEF-S-15-0002 Type: Master/ShortFall Inv
Submission Deadline: 12/29/2014 13:00:00 Central Time (Dallas)

Response: 0 hits

Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

Create new response

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By

Pop window opened "Create RFX Response"

Create Bid

Create RFX Response

Submit Check Save

Attribute IS THE OFFEROR AN ENTITY THAT HAS FILED ARTICLES O is mandatory; maintain attribute value
Attribute Offeror acknowledges receipt of the amendment(s) t is mandatory; maintain attribute value
Please click 'Check' to validate the Offer.

RFX Response Number 3000022873 RFX Number 2100000459 Opening Date 12/29/2014 13:00:00 CST Target Value 0.00 USD RFX Response Version Number Active Version
RFX Version Number 1

RFX Information Items Notes and Attachments Tracking

Basic Data Questions Notes and Attachments

Event Parameters

Validity Period: -
Currency: United States Dollar Status and Statistics

Offer Label:
Vendor Plant:
Shipping Point:

Partners and Delivery Information

Function	Number	Name	Valid from	Valid to	Phone Number
The table does not contain any data					

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Enter offer label, Florida Pilot (Optional)

Create RFX Response

Submit | Check | Save

! Attribute IS THE OFFEROR AN ENTITY THAT HAS FILED ARTICLES O is mandatory; maintain attribute value
! Attribute Offeror acknowledges receipt of the amendment(s) t is mandatory; maintain attribute value
✔ Please click 'Check' to validate the Offer.

RFX Response Number 3000022873 RFX Number 2100000459 Opening Date 12/29/2014 13:00:00 CST
RFX Version Number 1

RFX Information | Items | Notes and Attachments | Tracking

Basic Data | Questions | Notes and Attachments

Event Parameters

Validity Period: -
Currency: United States Dollar

OfferLabel:

Vendor Plant:

Shipping Point:

Partners and Delivery Information

Select plant that was entered in WBSCM and approved by the WBSCMAMSHelpdesk. Click on the white box to the right of the text box.

Edit RFX Response:

Submit | Check | Save

RFX Response Number 3000022873 RFX Number 2100000459 Opening Date
RFX Version Number 1

RFX Information | Items | Notes and Attachments | Tracking

Basic Data | Questions | Notes and Attachments

Event Parameters

Validity Period: -
Currency: United States Dollar

OfferLabel:

Vendor Plant:

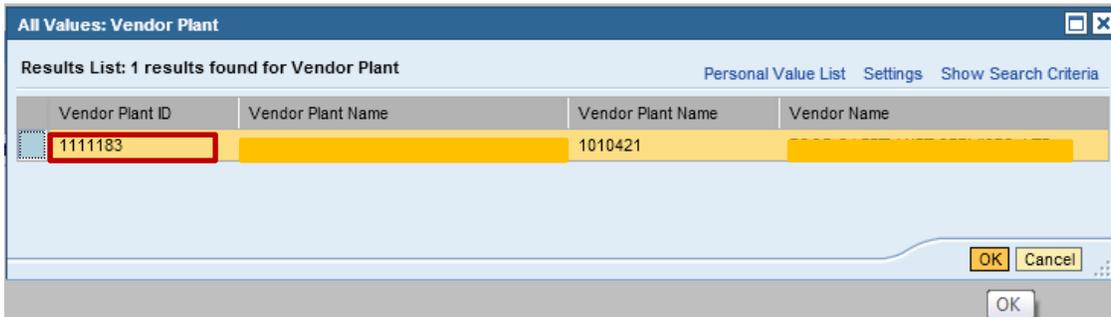
Shipping Point:

Partners and Delivery Information

Details | Send E-Mail | Call | Clear

Submitting offers in WBSCM for the Florida Pilot Vendors

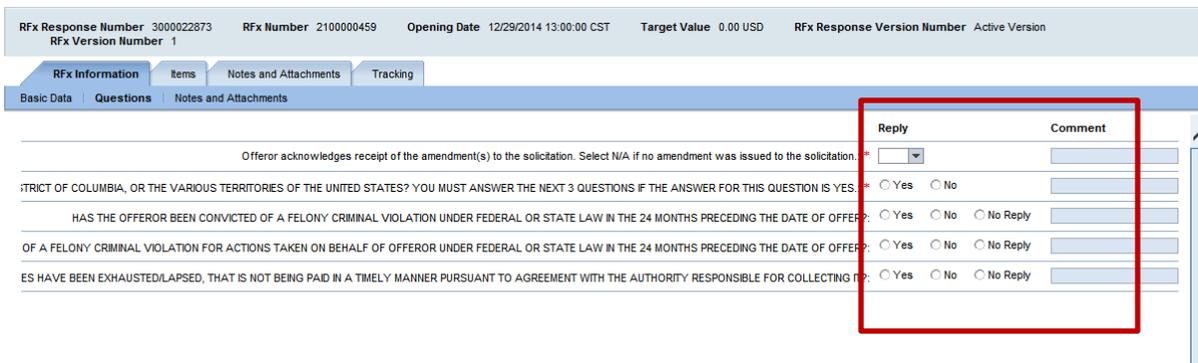
Select plant from the pop-window and click OK.



Go to questions tab



Scroll to right and answer all questions



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Click on the Notes and Attachments tab

Go to Attachment section and click add attachment

Rfx Response Number 3000022873 Rfx Number 2100000459 Opening Date 12/29/2014 13
Rfx Version Number 1

Rfx Information Items **Notes and Attachments** Tracking

Basic Data Questions **Notes and Attachments**

▼ Notes

Clear

Category	Description
Conditions of Participation	-Empty-
Tendering text - Header	Test for upcoming ADL procureme
Bidder's Remarks	-Empty-
Purchaser's Remarks	-Empty-
Certificate Questions	-Empty-
Amendment text	-Empty-

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Profile

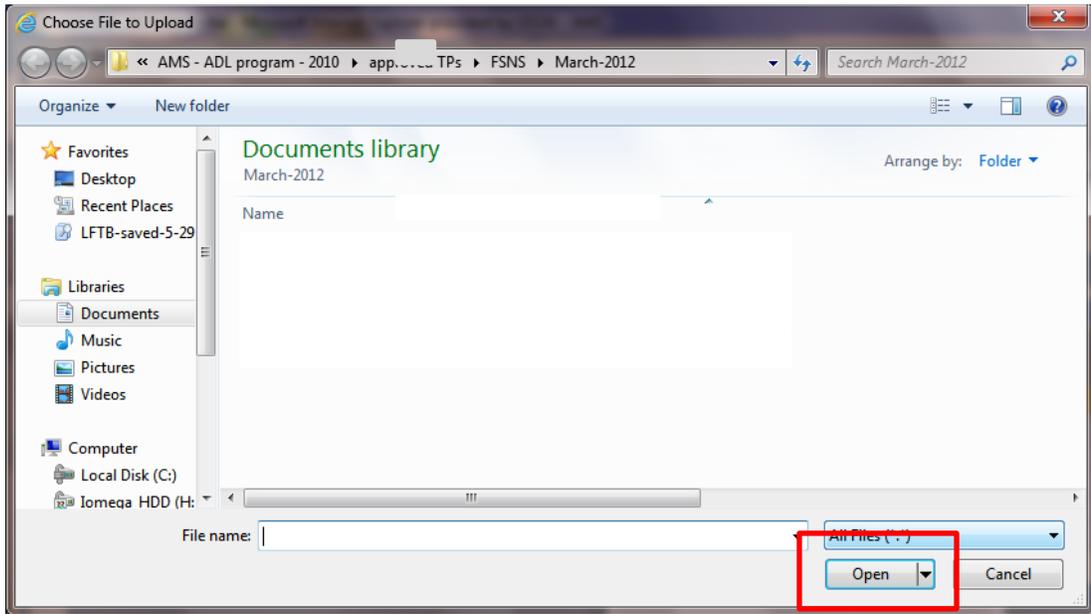
Category	Description	File Name	Version	Processor
i The table does not contain any data				

Submitting offers in WBSCM for the Florida Pilot Vendors

Browse to location of the file located on your local device that you need to attach.

Click "Open"

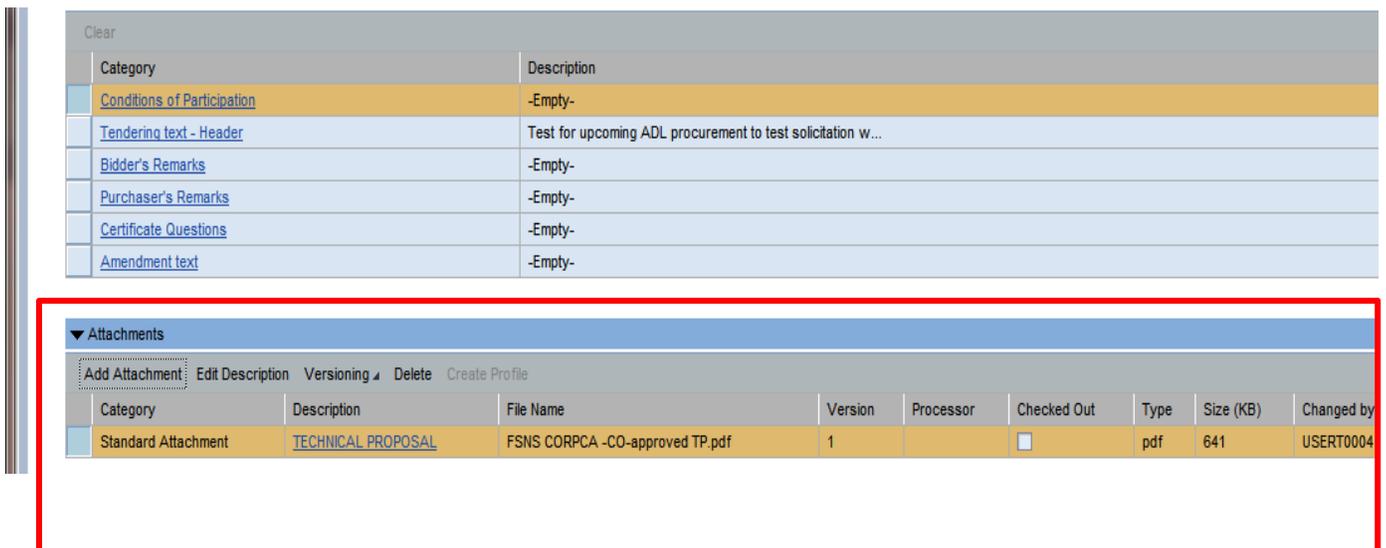
Note: File name cannot exceed 60 characters otherwise one will receive an error message that file name is too long.



File will display under the Attachment location if it was successfully uploaded.

You will be able to delete and edit the file description of the uploaded file if needed.

Continue to follow the same steps to add additional attachments.



Submitting offers in WBSCM for the Florida Pilot Vendors

Once all documents have been added, click “Check”

Create Bid | History | Back | Forward

Create RFX Response

Submit | **Check** | Save

RFX Response: Check Response 1873 | RFX Number: 2100000459 | Opening Date: 12/29/2014 13:00:00 CST | Target Value: 0.00 USD | RFX Response Version Number: Active Version

RFX Version Number: 1

RFX Information | Items | Notes and Attachments | Tracking

Basic Data | Questions | **Notes and Attachments**

Notes

Category	Description
Conditions of Participation	-Empty-
Tendering text - Header	Test for upcoming ADL procurement to test solicitation w...
Bidder's Remarks	-Empty-
Purchaser's Remarks	-Empty-
Certificate Questions	-Empty-
Amendment text	-Empty-

Attachments

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Standard Attachment	TECHNICAL PROPOSAL	FSNS CORPCA -CO-approved TP.pdf	1		<input type="checkbox"/>	pdf	641	USERT0004	12/29/2014

Should receive message: “RFX response is complete and contains no errors”

Edit RFX Response:

Submit | **Check** | Save

RFX response is complete and contains no errors

RFX Response Number: 3000022873 | RFX Number: 2100000459 | Opening Date: 12/29/2014 13:00:00 CST | Target Val

RFX Version Number: 1

RFX Information | Items | Notes and Attachments | Tracking

Basic Data | Questions | Notes and Attachments

Submitting offers in WBSCM for the Florida Pilot Vendors

After the confirmation of no errors, click on "SUBMIT".

Note: This is NOT the final submission.

Edit RFX Response:

Submit Check Save

Submit Document e and contains no errors

RFX Response Number 3000022873 RFX Number 2100000459 Opening Date 12/29/2014 13:00:00 CST Target Value 0.00 U
RFX Version Number 1

RFX Information Items Notes and Attachments Tracking

Basic Data Questions Notes and Attachments

Event Parameters

Once submitted, message will be displayed:

"Rfx response 3XXXXXXX saved. Submit the vendor response to complete the process"

Display RFX Response:

Print Preview Refresh Withdraw

Rfx response 3000022873 saved. Submit the vendor response to complete the process

RFX Response Number 3000022873 RFX Number 2100000459 Opening Date 12/29/2014 13:00:00 CST Tar
RFX Version Number 1

RFX Information Items Notes and Attachments Tracking

Basic Data Questions Notes and Attachments

Event Parameters

Validity Period: -

Currency: United States Dollar

Close the pop-up window

Submitting offers in WBSCM for the Florida Pilot Vendors

Vendor response page is displayed. Click on "Offers". This will take you to the Offers page

Vendor Response -

[Back](#) [Refresh](#)

Invitation

Invitation: 2100000461 Name: AG-3J14-S-15-0004 Type: Master/ShortFall Inv Subtype: Master
Submission Deadline: 12/30/2014 06:30:00 Central Time (Dallas)

Response: 1 hits

[Create](#) [Copy](#) [Change](#) [Delete](#) [No Constraints](#) [Vendor Response Log](#) [Check](#) [Submit Response](#) [Withdraw](#)

View: [Standard View] Print Version Export

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011932-000	New		12/29/2014 13:51:03 CST	USERT0004	00/00/0000 00:00:00 CST	

[Offers](#)

view or maintain offers for this response

Click "Refresh" (if response does not show pending) Offers page status needs to be pending

Offers - FOOD SAFETY NET SERVICES, LTD.

[Initial](#) [Back](#) [Refresh](#)

Invitation

Invitation: 2100000459 Name: AG-LBEF-S-15-0002 Type: Master
Submission Deadline: 12/29/2014 13:00:00

Offers: 1 hits

[Create](#) [Delete](#) [Copy](#) [Vendor Response Log](#)

View: [Standard View] Print Version Export

* Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
3000022873	ADL- OFFER					Created

Submitting offers in WBSCM for the Florida Pilot Vendors

When the Status shows – Pending, Click "Back"

Offers -



Invitation

Invitation: 2100000459 Name: AG-LBEF-S-15-0002 Type: Master/ShortFall Inv Subtype: Master

Submission Deadline: 12/29/2014 13:00:00 Response Status: New

Offers: 1 hits

Create Delete Copy Vendor Response Log

View: [Standard View] Print Version Export

* Offer Number	Offer Label	Plant	Shipping Point	C	Prev. Offer	Status
3000022873	ADL- OFFER	FSNS/FOOD SAFETY NET SER-SAN ANTONIO TX				Pending

This will take you to the Vendor response page to submit the final offer

Click "Check"

Vendor Response -



Invitation

Invitation: 2100000459 Name: AG-LBEF-S-15-0002 Type: Master/ShortFall Inv Sub

Submission Deadline: 12/29/2014 13:00:00 Central Time (Dallas)

Response: 1 hits

Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

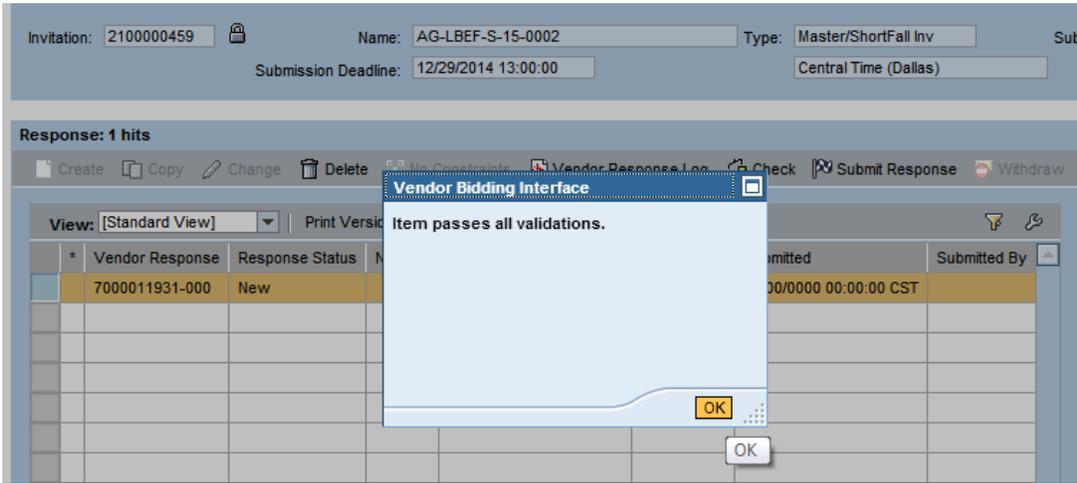
View: [Standard View] Print Version Export Check Response for submission

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011931-000	New		12/29/2014 11:47:57 CST	USERT0004	00/00/0000 00:00:00 CST	

Offers

Submitting offers in WBSCM for the Florida Pilot Vendors

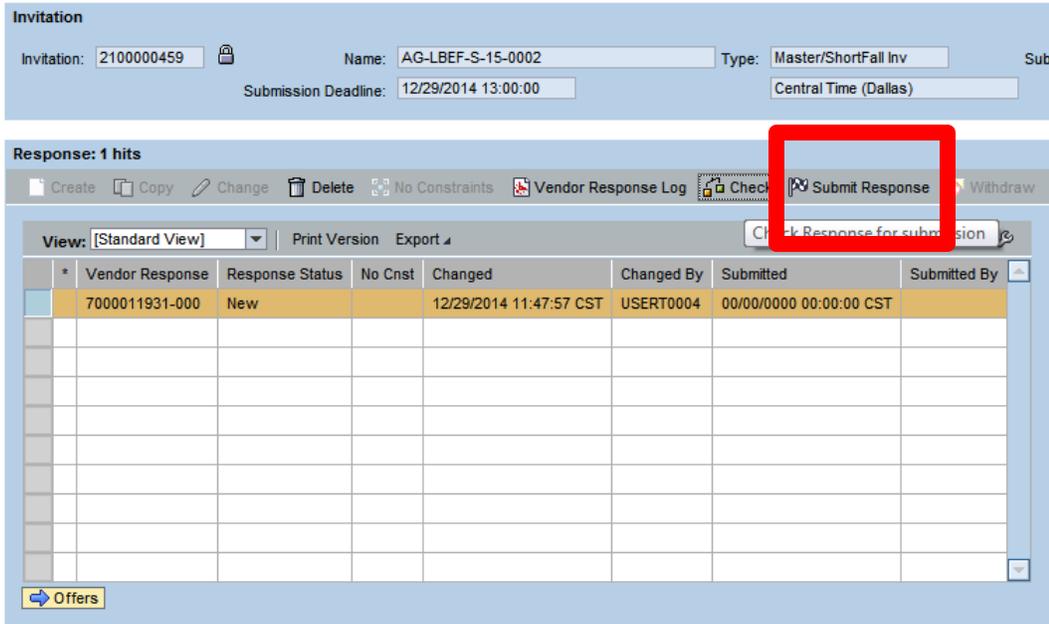
Pop window showing "Item passes all validations"
Click "OK"



Click "Submit response". This step will submit the offer to USDA for review after bid closing.

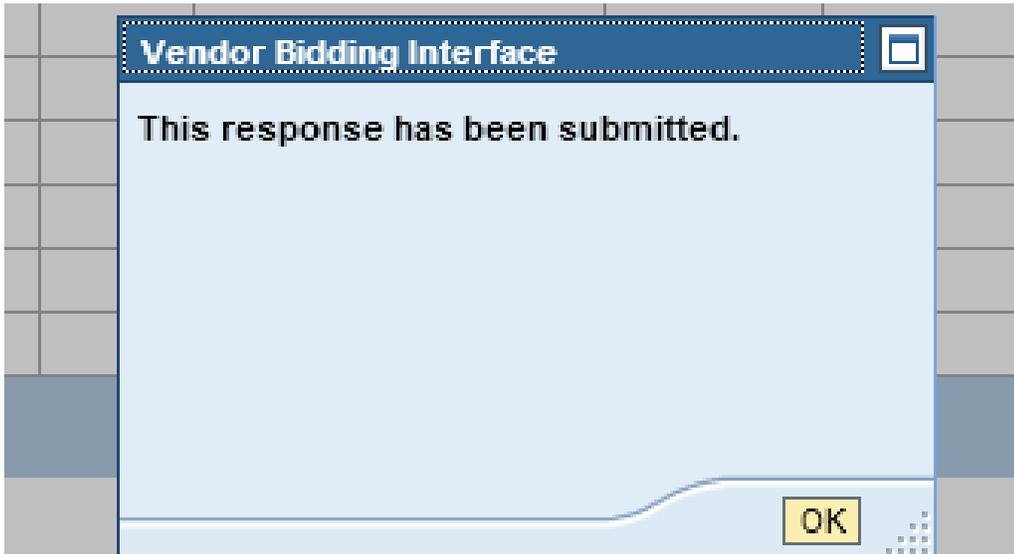
Vendor Response -

[Back](#) [Refresh](#)



Submitting offers in WBSCM for the Florida Pilot Vendors

Should receive message "This response has been submitted". Click OK



Submitting offers in WBSCM for the Florida Pilot Vendors

Vendor response shows offer has been submitted on time with the date and time it was submitted

Vendor Response -

[Back](#) [Refresh](#)

Invitation

Invitation: 2100000459 Name: AG-LBEF-S-15-0002 Type: Master/ShortFall Inv Subtype:
Submission Deadline: 12/29/2014 13:00:00 Central Time (Dallas)

Response: 1 hits

Create Copy Change Delete No Constraints Vendor Response Log Check Submit Response Withdraw

View: [Standard View] Print Version Export

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011931-000	Submitted - On-time		12/29/2014 12:28:49 CST	USERT0004	12/29/2014 12:28:49 CST	USERT0004

One has the option to view or print the vendor response log by clicking on the “Vendor Response Log”. AMS highly suggests printing the Vendor Response Log to show that the bid was submitted on time.

Vendor Response -

[Back](#) [Refresh](#)

Invitation

Invitation: 2100000459 Name: AG-LBEF-S-15-0002 Type: Master/ShortFall Inv Subtype:
Submission Deadline: 12/29/2014 13:00:00 Central Time (Dallas)

Response: 1 hits

Create Copy Change Delete No Constraints **Vendor Response Log** Check Submit Response Withdraw

View: [Standard View] Print Version Export

* Vendor Response	Response Status	No Cnst	Changed	Changed By	Submitted	Submitted By
7000011931-000	Submitted - On-time		12/29/2014 12:28:49 CST	USERT0004	12/29/2014 12:28:49 CST	USERT0004

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Adobe file is created with all responses shown under the offer. A pop-up displays of the vendor response overview.

Response Status should show "Submitted On-time"

https://wbscmint.wbscm.usda.gov... Page Safety Tools

SH

Vendor Response Overview

Date Submitted 04/02/2013 08:02:56 CST
Submitted By ADMINF0008 - Farmland Admin
Date Changed 04/02/2013 08:02:56 CST
Changed By ADMINF0008 - Farmland Admin

Solicitation Information

Description AG-FDRB-S-13-0009-P0004
Number 2000003537
Vendor Response 7000004413-000
Response Status Submitted - On-time

Vendor Information

KANSAS CITY MO- 64153-1151

Vendor Contact Information

Tel :816-243-2824
 Fax :

Offer Response Details:

Offer Response #	Vendor Plant	Shipping Point/ Freight Agency
3000008018	FARMLAND FOODS-WICHITA KS 2323 S. SHERIDAN WICHITA, KS-67213-0277	FARMLAND/DESMOINES CS-DES MOINES IA 4770 N.E. 17TH COURT DES MOINES, IA50313-2614
3000008028	FARMLAND FOODS-DUBUQUE IA 701 E. 16TH ST DUBUQUE, IA-52004-0000	MILLARD REFRIGERATION SERVICE 1650 EAST MADISON DES MOINES, IA50313-3930

	Ability One	SDVOSB	8(a)	Small	HubZone	Large
At Submission	No	No	No	No	No	Yes

✓ Unknown Zone | Protected Mode: Off